RULES

OF THE

QUEBEC

MECANICS' INSTITUTE.

FOUNDED, FEBRUARY 1, 1831.

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CONSTITUTION & RULES

OF THE

QUEBEC

MECHANICS' INSTITUTE.

PREAMBLE.

At a meeting of the Mechanics of Quebec, held on the sixteenth of December, 1830, convened for the purpose of deliberating on the expediency of founding an Institution, which should have for its main object the improvement of the condition of the working classes,

It was determined, that as the end proposed is best attained by placing the means of intellectual acquirement within the reach of those desirous of benefiting thereby, and which is best effected by an union of efforts, the establishment of a Society in Quebec, to be termed the "Quebec Mechanics' Institute," should be attempted.

The chief objects to be pursued by the Society thus formed shall be, to cultivate the most useful branches of knowledge, and for that purpose to commence forthwith the formation of a Library, the major part of which shall consist of works of a purely scientific character: to make known, by means of honorary and lucrative rewards to be offered, such discoveries in nature and art as might otherwise remain concealed: by bringing together in one association men of different pursuits and various acquirements, to collect a mass of information, which may have the effect not only of enlarging the minds of the Members of the Institution and of rendering each more useful in his sphere of action, but may also tend to the advancement of the interests of society generally, and of this Province in particular: to establish, as soon as the means of the Association will permit, lectureships on the most interesting and valuable branches of scientific knowledge; and with that view, and as a necessary appendix to the Library, to collect all kinds of philosophical apparatus.

And it is agreed the Society with these views shall be denominated "The Quebec Mechanics' Institute," and the

government thereof shall be conducted upon and under the following Constitution, Rules and Regulations.

CONSTITUTION.

THE Society shall be composed of an indefinite number of Members, to be divided into, and styled, Senior and Junior Members.

The general objects of the Institution shall be divided into three Classes.

1st. The Class of Literature.

2d. The Class of Natural and Experimental Philosophy.

3d. The Class of Arts.

The Officers of the Society shall consist of

A President,

5 Vice Presidents,

Recording Secretary,

Corresponding Secretary,

Treasurer and a Librarian,

To be chosen annually, by ballot, from the Senior Members, with fourteen operative mechanics, who shall also be annually chosen by ballot from among the Senior Members, and styled "Committee Men," and these, with the Officers, shall form a Committee for managing the affairs of the Institution, with power to elect their own Secretary.

RULES AND REGULATIONS.

1*st. The Members.*

PERSONS wishing to become Members of the Institute, on applying to the Recording Secretary, shall be furnished by him with a printed certificate, which they shall fill up and get signed by two Senior Members, and on placing the said certificate so signed in the hands of the Recording Secretary, their names shall be entered on the records of the Institute, as Members thereof.

2d. Persons being admitted Members, shall, on the payment of sixpence, be furnished by the Secretary with a printed copy of the Rules of the Society.

3d. Members, immediately on admission, shall pay six months' subscription in advance, and they shall also subscribe the following declaration :—

"We, the undersigned, do hereby solemnly promise and engage to promote "to the best of our ability, the ends for "which the Quebec Mechanics' Institute "was founded, and that we will observe "the Rules and Orders of the said Association."

4th. All persons who may be admitted Members of this Institution shall pay to the Treasurer, for the use of the Society, the following annual sums:

Senior Members, ten shillings.

Junior Members, five shillings.

5th. In order that regularity may be preserved in the accounts of the Society, all persons who shall be admitted Members, prior to the first of June or first of December, in any year, shall pay in advance the subscription for that section of the year in which they were admitted, and on the first of July or the first of January, immediately following their admission, another half-yearly subscription

shall be due by them; but Members, whose election shall be of a date subsequent to the first of June or the first of December in any year, on paying six months' subscription, shall not be required to pay the second half-yearly subscription before the first of January or the first of June next ensuing the date of their admission.

6th. The names of Members, who shall neglect to pay their half-yearly subscription within six months from the time of such subscription becoming due, shall be erased from the records of the Society, unless sufficient reason be alleged and approved of by the Committee: such Members may nevertheless be re-admitted on payment of such sums as the Committee may direct.

7th. Senior Members may at any time compound for their future subscriptions by paying the sum of five pounds in money, or ten pounds value in books or philosophical apparatus, in which case they will become Members for life. The value of such books and instruments to be ascertained by the Committee in such manner as they may point out.

8th. The death of any Member shall be announced by the President, or the presiding Member, at the first General Meeting of the Society after the event shall have been known, and the same shall be entered on the minutes of the Society.

9th. Any Member may withdraw from the Society on signifying such intention by letter addressed to the Secretary, and on payment of arrears.

10th. A proposal for the expulsion of a Member for improper conduct, being laid before the Committee, the case in the first instance shall be enquired into by the Committee, and if sufficient cause appear for the expulsion of such Member, then a Special General Meeting shall be called for that purpose; the question for expulsion shall be decided by ballot, and shall be carried by not less than three-fourths of the Senior Members present.

11th. A Member so expelled, shall be for ever incapable of readmission.

12th. Senior Members only shall have the right of voting upon all occasions.

OFFICERS OF THE SOCIETY.

1st. Their election shall take place at the Anniversary Election Meeting.

2d. Each Officer or class of Officers shall be ballotted for separately, and their election shall be decided by a majority of the votes of the Senior Members present.

3d. Any vacancy that may occur, from what causes soever, among the Officers of the Society, during the intervals between the Anniversary Election Meetings, shall be supplied by the Committee from among the Senior Members.

4th. Every Officer shall hold but one appointment in the Committee.

I. THE PRESIDENT AND VICE PRESIDENTS.

1st. The President, and in his absence the Senior Vice President, shall preside at all General and Anniversary Meetings of the Society.

2d. When the President and all the Vice Presidents shall happen to be absent, the Meeting shall appoint a Chairman from among the Senior Members present.

3d. It shall be incumbent on the Chairman at all meetings to receive motions, which must be in writing, accompanied with the names of the Members who move and second them, and to submit the same, without comment, to the Meeting.

II. THE RECORDING SECRETARY.

1st. He shall attend at all General and Anniversary Meetings. When the Chair shall have been taken at General Meetings, he shall read the minutes of the preceding Meeting, and shall afterwards take minutes of the proceedings of the present Meeting, and at Anniversary Meetings he shall transact such business as he is directed, under that head, to attend to.

2d. He shall keep a register of all the Society's proceedings; he shall cause notice of all Meetings of the Association to be inserted in two of the Quebec newspapers, at least forty-eight hours before the same shall take place, which notices shall be in the French and English languages.

3d. The Recording Secretary, for the year ensuing, at the Anniversary Election

Meeting, shall notify the new Officers elected of their appointment.

III. THE CORRESPONDING SECRETARY.

At all General Meetings he shall read such communications as he may have received since the preceding General Meeting; he shall prepare all letters and communications to be written in the name of the Society, and under the direction of the Committee; he shall preserve all letters and communications to the Society, which he shall copy in a book provided for the purpose, to be deposited in the Library of the Institution; and he shall keep another book for the entry of all communications written in the name of the Society, which book is to be in like manner deposited in the Library.

IV. THE TREASURER.

He shall receive, for the use of the Institution, all sums of money payable thereto, and all donations and bequests in money, and shall forthwith deposit the same in such bank as the Committee may think proper to entrust with the custody of the Society's funds; he shall, at the Anniversary Election Meetings, sub-

mit his accounts of receipts and payments, with the vouchers; and shall, at the same time, render a general account current, shewing how the actual balance stands, together with a general statement of the funds and property of the Institution; his accounts and statements shall be annually audited by a Special Committee of three Senior Members, to be appointed at the half-yearly Meeting in February, which Committee shall furnish the President with their report, in sufficient time to allow of its being embodied in the Annual Report, to be submitted by him at the Anniversary Election Meeting of the Society; he shall have the custody of all documents relating to the funds and property of the Society.

V. THE LIBRARIAN.

The Librarian shall, under the superintendance of the Committee, have the special charge of the Library, of all philosophical apparatus, and collections of objects of art; and generally of all the property contained in the rooms of the Society, (securities for money alone excepted,) together with the charge of the rooms of the Institution; he shall

keep catalogues of the Library and the Museum, in which shall be inserted all donations or purchases made to or by the Society.

In order that the arrangement of the Library may be preserved, and that a statement thereof may be presented and read at each of the Ordinary General Meetings, the Librarian shall, a fortnight previous to each of the said Meetings, either by advertisement in the public journals or by such other means as he may think fit to employ, call in all books that may be in circulation, and the Library shall during the said fortnight be closed, and shall not be re-opened until the day next following each of the said General Meetings.

MEETINGS OF THE SOCIETY.

ORDINARY GENERAL MEETINGS.

Shall be held on the first Tuesday in February and August in every year.

The proceedings shall be conducted in the following order:—

1st. The minutes of the last Ordinary Meeting and of such extra Ordinary

General Meetings as may have been intermediately held, to be read by the Recording Secretary if present, or by any other Member in his absence.

2d. The report of the Committee to be in like manner read by the Secretary thereof, or by any other Member.

3d. The reports of the classes to be read by their respective Chairmen, or in their absence, by any other Member present.

4th. The Recording Secretary to report the Members admitted since the preceding General Meeting.

5th. The report of communications written, and productions sent to the Society, to be read.

6th. Donations to be reported.

When the business of the Meeting is concluded, it is to be adjourned by motion.

THE ANNIVERSARY ELECTION MEETING.

The Anniversary Meeting for the election of Officers shall be held on the second Tuesday in February, the Chair to be taken at six o'clock, P. M.

1st. The Secretary to the Committee shall first read the report of the past year's proceedings.

2d. The election of Officers shall then take place as provided for.

The presiding Member shall declare the names of the Members who shall be elected Officers for the ensuing year.

THE ANNIVERSARY MEETING FOR DISTRIBUTING REWARDS.

Shall be held on the first Tuesday in November.

The awards of the Society on productions of merit, with their titles and the names of the authors, shall be announced by the Recording Secretary.

The rewards shall then be laid on the table, and the species of reward to which each successful candidate may be entitled, shall be, with the name of the candidate, made known by the Recording Secretary. The presiding Member shall then deliver the rewards to the successful candidates in person, or to their representatives, prefacing the delivery of each with a short appropriate speech.

At this Meeting Senior Members shall be allowed to introduce their friends.

EXTRAORDINARY GENERAL MEETINGS

May at all times be convened by the Committee, as well as pursuant to a resolution for that purpose passed at any Ordinary General Meeting.

On the Chair being taken, the order for convening the Meeting shall be read by the Recording Secretary, and the special business taken into consideration.

These Meetings may adjourn from time to time until the business before them be disposed of.

THE COMMITTEE

Shall meet whenever called by the President, or in his absence by one of the Vice Presidents, forty-eight hours notice of such Meeting being previously sent by the Secretary of the Committee to every Member thereof.

When the Chair is taken, the minutes of the preceding Meeting shall be first read by the Secretary of the Committee.

The presiding Member having stated the cause of the convention of the Committee, the business before the Meeting shall then be proceeded upon.

The powers and duties of the Committee shall be, to frame bye-laws for its own government, for the regulation of the Library, and collection of objects of art and science, and for the regulation of all other matters relating to the Institute, provided such bye-laws shall not in their course affect any of the laws contained in the present code: to convene Extraordinary General Meetings at its own discretion, and on a requisition, signed by not less than ten Senior Members, not being Officers of the Institute: to sanction the payments, and to decide on and direct the appropriations to be made on account of the Society: to superintend the management of the Library, and other property belonging to the Institute: to have the charge of the house or rooms of the Institution, and to appoint the servants that may be required, and to remove them when they think fit, and to fix the salaries of such servants. Acting as Trustees, to hold the property of the Institution, of what description soever, and to receive

the donations made thereto: to appoint to vacancies that may occur among the Officers during the interval of Election Meetings.

The President, or in his absence any one of the Vice Presidents, shall at all times call Meetings of the Committee on the requisition of any five Members thereof, who in the event of a refusal to comply wi their requisition, are hereby empowered to direct the Secretary of the Committee to convene such Meetings.

SPECIAL COMMITTEES

May be appointed by ballot at any Meeting.

THE CLASSES

Shall be, The Class of Literature;

" of Natural and Experimental Philosophy;

" of Arts;

The Senior and Junior Members shall be held to belong to all the Classes without distinction.

The Meetings of the Classes shall be held at the pleasure of their respective Chairmen.

The Chairmen of the Classes, if present, shall preside at the Meetings of their respective Classes.

In their absence, any Senior Member may be called to the Chair.

The Election of the Chairmen of the Classes shall take place on the same day, and immediately after the election of Officers of the Institute.

Extraordinary Meetings of the Classes may be convened at the discretion of the Chairmen, at least forty-eight hours notice being previously given to Members of the Institute.

At the Meetings of the Classes, precedence shall be given to the matters that come before them, in the following order:—

1st. To topics referred by the Society.

2d. To those referred by the Committee.

3d. To those submitted by any Member of the Class.

The Classes at every Ordinary General Meeting shall report upon the merits of all productions which may have been submitted or referred to them, and shall at the same time recommend the rewards that they deem the same entitled to receive, and shall, at every such Meeting, make a general report upon their respective proceedings.

The meetings and proceedings of the Classes shall be recorded by their respective Secretaries. The Classes shall prepare bye-laws for their own government; none of which are to be inconsistent with the fundamental rules of the Institution.

QUORUMS

At all General Meetings shall not consist of less than fifteen Members. Five Members of the Committee shall constitute a quorum at all Meetings of that body. Five Members shall form a quorum at a Class Meeting.

REWARDS AND PRIZE QUESTIONS.

The rewards of the Society shall consist of prize medals of gold and silver; honorary medals of gold and silver; pecuniary premiums; books, &c. Rewards for the best productions on given subjects, shall be annually offered by advertisement as the Committee may direct.

The prize subjects to be proposed for the ensuing year, shall be determined on at the General Meeting held on the first Tuesday in August, and immediately published. Rewards by vote of the Society may be bestowed upon any production of science, and for inventions and discoveries in nature and art, submitted for the opinion and approbation of the Society, without reference to the annual list of premiums.

PRODUCTIONS AND COMPETITION.

1st. All productions for prizes and other rewards, shall be required to be transmitted, carriage free, to the Recording Secretary, on or before the first day of May in every year, and every such production shall be marked as the author thinks fit, and shall be accom-

panied with a sealed note, having on the outside a corresponding mark and on the inside the claimant's name and address.

2d. Every production, on receipt, shall be referred by the Recording Secretary to such Class as the subject of the same may appertain to.

3d. The receipt of every such production shall be immediately acknowledged by a notice to be inserted in one of the Quebec papers.

4th. All written productions may be either in the English or French languages.

ADJUDICATION AND DISTRIBUTION OF REWARDS.

The merits of all productions, upon which the Classes shall have reported, shall be reported at the half-yearly General Meeting, to be held in August, in every year, and the rewards shall accordingly be adjudged, but the distribution of such rewards shall only take place at the Annual Meeting held for that purpose.

Shall be open to all Members.

Members shall be allowed to take only two volumes at a time, which they may retain for a period not exceeding ten days.

Globes and Maps, and such works as may be declared by the Committee to be works of reference, cannot be taken from the Library.

Any Member losing the whole or part of a work is to replace it by another of the same description, or to pay the value of the whole; the price to be fixed by the Committee.

No Member shall lend a book belonging to the Institution.

Members who shall return to the Library any work defaced by drawing or writing upon it, or who shall otherwise have materially injured it, shall replace the same or repay the price that may be set on it by the Committee.

A book shall be kept in the Library, in which Members may insert the titles of any works, that they may wish to be

added to the Library; upon the acquisition of which the Committee shall decide.

The Librarian shall keep a book, wherein shall be entered books taken from the Library, with the dates at which they were taken out, and the names of the persons borrowing them, and in which Members shall be allowed to insert their names for the next reading of any work.

Members on returning books to the Library shall be permitted to take them out again, should they not be bespoken.

The Library shall be open from six till nine on Monday, Wednesday and Friday evenings.

The following books shall also be kept

1st. A book, in which shall be written the obligation of the Members, to be by them subscribed in their own handwriting.

2d. A register of Members, in which shall be entered their names and places of residence, the date of their admission, the names of the persons by whom they

were proposed, and the time and cause of any Member ceasing to belong to the Institute.

3d. Minute books for the Committee, for the respective Classes, and for the entry of proceedings at General Meetings of the Institute.

4th. A register of donations.

5th. Letter books.

6th. A register of rewards, which shall also contain the titles of the subjects given for competition.

The books of the Institute shall be at all times open for the inspection of any Senior Member.

The original of any paper, after having been submitted to the Society, and received, shall be considered as the property of the Institute, but the author may have a copy by leave of the Committee.

There shall be framed, as soon as circumstances shall permit, any part or the whole of the following institutions and collections.

A general Library.

A repository of models of art, inventions, &c.

A gallery of paintings and statues.

A collection of drawings and engravings.

A collection of philosophical apparatus.

Lectureships on literature, history, philosophy, science, arts, &c.

DONATIONS

Shall be recorded in a book kept for that purpose, and a statement thereof, shall be submitted by the Librarian at the Anniversary Election Meeting, which shall afterwards be published.

COMMON SEAL OF THE INSTITUTE.

It shall remain with the Committee to cause to be made a Common Seal, with such device thereon as they may think proper, which shall be affixed to all documents and communications from or belonging to the Institute, that the Committee may deem to require the same.

NEW RULES AND RESCINDING EXISTING RULES.

Should any Senior Member deem it necessary to rescind or amend any of the foregoing Rules, he shall submit his opinion at a half-yearly General Meeting, and the proposed amendment or repeal shall be discussed at the next General Meeting, when it shall be decided by not less than three-fourths of the Senior Members present.

A. SEWELL,
Secretary.

RESOLUTIONS.

1st—*That the establishment of Institutions for the Instruction of Mechanics, at a cheap rate, in the principles of the Arts which they practice, as well as in all other branches of useful knowledge, is a measure calculated to improve extensively their condition and habits, and to add largely to the resources and prosperity of the Country.*

2d—*That such Institutions are most stable and useful when managed principally by Mechanics themselves.*

3d—*That there be established in this city, a Mechanics' Institute, and as the necessary foundation of which, that a Mechanics' Library be forthwith commenced.*

4th—*That "The Quebec Mechanics' Institute" shall consist of all persons who shall have given in their names as members on or before the First day of February next, and conformed to to the Laws to be hereafter made and adopted for the Government of the Institute; and that after the day abovementioned no persons be admitted as members except on being duly elected in such manner as the Rules may provide.*

5th—*That among the objects which the Quebec Mechanics' Institute shall have in view, will be A Library of Reference and Circulation—A Reading Room—A Repository of Models, Designs, &c. and as soon as the means of the Institution will allow, the establishment of Lectureship, for the Benefit and Instruction of the Members; and an Experimental Workshop, furnished with necessary apparatus.*

6th—*That the Annual Subscription to admit a Mechanic to all the Privileges of the Institution shall be Ten Shillings, payable half-yearly in advance.*

7th—*That all friends to the diffusion of Useful Knowledge amongst Operative Mechanics, are requested to contribute to the accomplishment of the above objects, by donations of Money, Books, Models, Designs, &c.*

8th—*That a Committee of Five persons (with power to add to their number) of whom Three shall form a quorum, be appointed to frame Laws for the Government of this Institution.*

9th—*That in framing such Laws, it be an injunction on the said Committee, peremptorily to exclude Politics and all Religious Discussions.*

10th—*That such Constitution for the Government of the Quebec Mechanics' Institute be submitted by the Committee to a General Meeting, (to be convened by advertisement), on Tuesday, the First day of February next.*